



Yeovil Town Community Sports Trust

Safeguarding Children, Young People & Vulnerable Adults Policy & Procedures

Version 2.1

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Charity No: 1127710 Company No: 6494609

Key details

Policy prepared by: Sara Bradley

Approved by Board/Management on: January 2011

Policy became operational on: January 2011

Next review date: November 2021 (or in the event of organisational change, change in legislation or following any learning outcomes from safeguarding incidents, concerns or allegations)

I, David Mills (Chairman) on behalf of the Directors/Trustees of YTCST, confirm that the Trust Board endorse and adhere to Yeovil Town Community Sports Trust's Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures.

Signed *David Mills* Print name: David Mills (Chairman – YTCST) Date: 31/05/2018

I, Sara Bradley (Manager) confirm that Trust staff/volunteers and partner organisations endorse and adhere to Yeovil Town Community Sports Trust's Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures.

Signed *Sara Bradley* Print name: Sara Bradley (Manager – YTCST) Date: 31/05/2018

Contents	Page
1. Introduction	3
2. Definitions	3
3. Rules & Regulations	4
4. Designated Safeguarding Officer and Senior Safeguarding Manager	4/5
5. Aims and Key Principles	6
6. Safeguarding	6
7. Safer Recruitment	6/7
8. Accountability and Responsibility	7/8/9
9. Safeguarding & specific child protection training	9/10
10. Reporting Procedures	10/11
11. Partner Organisations	11
12. Use of Photography and Film Images	11/12
13. Social Networking Guidance	12/13
14. Parental Consent	13
15. Children who are not picked up on time	13/14
16. Coaching	14
17. DBS	14
18. Activities for disabled persons	14
19. Missing children/young people/vulnerable adults	14/15
20. Visits/trips and tours	15
21. First aid and the administration of medication	15
22. Projects	16
23. Guidelines in the event of concern	16
24. Recognition of signs of abuse	17/18/19
25. Forms of abuse towards an adult	19/21/22
26. Historical abuse allegations from an adult	22
27. Historical abuse allegations from a child/young person	23
28. Responding to a report or suspicion	23
29. Recording allegations or suspicions	23/24
30. Sharing information with other professionals	24
31. Confidentiality	24
32. Further Yeovil Town Community Sports Trust Policy References	24/25
Appendix 1 – Reporting procedure flowchart	26
Appendix 2 - Reporting Flowchart (allegations against staff/volunteers)	27/28
Appendix 3 - Key Safeguarding contacts	29
Appendix 4 - Safeguarding children/young people report form	30/31/32/33/34
Appendix 5 – Safeguarding vulnerable adults report form	35/36/37/38
Appendix 6 – PREVENT & CHANNEL Referral guide (Reporting a concern)	Separate Doc.

Version	Review Date	Reviewed by
1.0	January 2011	Sara Bradley
1.1	January 2012	Sara Bradley
1.2	January 2013	Sara Bradley
1.3	January 2014	Sara Bradley
1.4	January 2015	Sara Bradley
1.5	January 2016	Sara Bradley
1.6	July 2016	Sara Bradley
1.7	March 2017	Sara Bradley
1.8	January 2018	Sara Bradley
1.9	May 2018	Sara Bradley
1.10	September 2018	Sara Bradley
2	September 2019	Sara Bradley
2.1	November 2020	Sara Bradley

1. Introduction

Staff & volunteers (including directors/trustees) of Yeovil Town Community Sports Trust, acknowledge and accept that they have a responsibility for the well-being and safety of all children, young people and vulnerable adults who are under the Trust's care or utilising the Trust's facilities.

It is the duty of all adults working at the Trust to safeguard the welfare of children, young people and vulnerable adults by creating an environment that protects them from harm.

The wellbeing of children, young people and vulnerable adults is paramount for all staff and accordingly, they must make themselves aware of the Trust's Safeguarding Children, Young people and Vulnerable Adults Policy.

Where appropriate, the following guidelines will be supplemented by in-service training and additional guidance.

2. Definitions

Safeguarding - The term safeguarding covers vetting and safer recruitment, safer working practices, responding to concerns, working with partner agencies, dealing with allegations against those responsible for children, young people and vulnerable adults. It is used for responding to concerns where it appears that a child, young person or vulnerable adult may have been harmed.

Child - A child is defined as anyone who has not yet reached their 18th birthday. 'Children' therefore means 'children and young people' throughout this document.

"Working Together to Safeguard Children 2015" states: The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital, in prison or in a Young Offenders' Institution, does not change his or her status or entitlement to services or protection under the Children Act 1989 & 2004.

Vulnerable Adult - Any adult aged 18 or over who, by reason of mental or other disability, age, illness or other situation is permanently or for the time being unable to take care of him or herself, or to protect him or herself against significant harm or exploitation.

Vulnerability - Vulnerability is not an absolute; an individual cannot be labelled as 'vulnerable' in the same way as a child is regarded as such. Childhood is absolute: someone who is not yet 18 years of age is, in the eyes of the law, a child; this is not the case with vulnerability.

Some of the factors that increase vulnerability include:

A sensory or physical disability or impairment.

A learning disability.

A physical illness.

Mental ill health (including dementia), chronic or acute.

An addiction to alcohol or drugs.

The failing faculties in old age.

A permanent or temporary reduction in physical, mental or emotional capacity brought about by life events, for example bereavement or previous abuse or trauma.

3. Rules and Regulations

3.1 Yeovil Town Community Sports Trust is governed by the rules and regulations set out in the 1989 Children Act, Children's Act 2004, FA Safeguarding Children and Adults at Risk guidance and the Premier League Safeguarding Children and Adults at Risk guidance.

3.2 For detailed information on current legislation – in particular the changes to the original Act of 1989 - please refer to the following NSPCC link and Working Together to Safeguard Children link:

NSPCC inform: http://www.nspcc.org.uk/inform/research/questions/child_protection_legislation_in_the_uk_pdf_wdf48953.pdf

Working Together to Safeguard Children (2015):

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/419595/Working_Together_to_Safeguard_Children.pdf

Safeguarding Vulnerable Groups Act (2006)

<https://www.legislation.gov.uk/ukpga/2006/47/contents>

Keeping Children Safe in Education (KCSIE) 2016

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

3.3 Yeovil Town Community Sports Trust is fully committed to ensuring that the best practice recommended by these bodies is employed throughout and has a responsibility to maintain regular dialogue and work in partnership with Yeovil Town Football Club and the Somerset Safeguarding Children Board.

4. Designated Safeguarding Officer and Senior Safeguarding Manager

Yeovil Town Community Sports Trust's Designated Safeguarding Officer and Senior Safeguarding Manager are responsible for acting as a source of advice on Safeguarding matters, for co-ordinating action within the Trust and for liaising with other agencies and work in partnership with Yeovil Town Football Club with regards to Safeguarding issues, concerns and suspected or actual cases of child abuse. In the absence of the Designated Safeguarding Officer, the Trust's Senior Safeguarding Manager, David Mills (Director and Trustee) will take over the role.

The Club's Designated Safeguarding Officer and Senior Safeguarding Manager are responsible for the implementation, monitoring and development of the policy and procedures, and is also responsible for implementing Safeguarding training within the Trust.

The Senior Safeguarding Manager and Designated Safeguarding Officer meet with the YTFC DSO's, YTFC Academy DSO and Yeovil Town Ladies DSO once a month to review incidents and share information and best practice in accordance with Working Together (2015)

Designated Safeguarding Officer and Senior Safeguarding Managers Role & Responsibilities

- Implementing, promoting and reviewing the Safeguarding Children, Young People & Vulnerable Adults Policies and Procedures within the setting
- Maintaining a central record for DBS checks.
- Acting as the main point of contact within the setting, receiving and acting upon any reported concerns. This includes ensuring that the completed paperwork is accurate, correct, fully completed and reviewed as necessary and stored in a secure and safe place.
- Ensuring all staff are familiar with, and adhere to the Safeguarding Children, Young People and Vulnerable Adults Policy that is in place and know the procedures to follow and who to go to should the need arise. This should be included as part of the staff induction programme.

- Providing support, advice and guidance to any other staff on an ongoing basis or on any specific safeguarding issue as required.
- Implementing, maintaining and updating the policy and procedures on an annual basis or as required with the Trust Manager.
- Ensuring that all relevant contact names and numbers are known to staff and displayed in an accessible place at all times.
- Keeping abreast of developments and understanding the latest information on data protection, confidentiality and other legal issues that impact on the protection of children, young people and vulnerable adults, including attending appropriate regular training and ensuring all staff have appropriate and up to date training.
- Ensuring all relevant information around Safeguarding Children, Young People and Vulnerable Adults is communicated to the staff team through staff meetings.
- Providing guidance on relevant matters to all staff members as appropriate and promoting best safeguarding practice at all times.
- Advocating the importance of Safeguarding and Child Protection to parents so that they know we have their child's best interests at the heart of our practice.
- Monitoring attendance, including non-attendance, accidents logs, pre-existing injury reports, concern forms and incident forms to exclude any possible safeguarding issues. Ensure any relevant information is recorded and acted upon accordingly.
- Representing the key link to statutory agencies (Social Care or Police) during and following any formal investigations that may have to take place. This includes maintaining confidential records of reported cases, action taken, liaising with the statutory agencies and ensuring they have access to all necessary information.
- Ensuring that when on leave or absent from work, that the role of DSO or SSM is suitably covered by another suitably trained member of staff. **Contact Details:-**

Designated Safeguarding Officer

Name: Louis McCarten
Tel: 01935 706671
E-mail: jrobinson@ytfc.net

Senior Safeguarding Manager

Name: David Mills
Tel: 01935 706671
E-mail: DMills@ytfc.net

In the absence of the Designated Safeguarding Officer or Senior Safeguarding Manager, the following agencies/organisations can also be contacted with regards to any Safeguarding concerns.

NSPCC

Website - <https://www.nspcc.org.uk/what-we-do/about-us/contact-us/>
Tel: 0800 023 2642
Email: help@nspcc.org.uk

EFL

Alexandra Richards
EFL Safeguarding Manager
M: 07792 284740
T: 01772 325940
Email: arichards@efl.com

EFL Trust

Clare Taylor
Designated Safeguarding Officer
M: 07964905652
E: Ctaylor@efltrust.com

5. Aims and Key Principles

The aims of Yeovil Town Community Sports Trust Safeguarding Children, Young People and Vulnerable Adults Policy are:

- To safeguard all children, young people and vulnerable adults who interact with the Trust.
- To demonstrate best practice in the area of safeguarding children, young people and vulnerable adults.
- To develop a positive and pro-active welfare programme to enable all children, young people and vulnerable adults to participate in an enjoyable and safe environment.
- To promote high ethical standards throughout the Trust.

The key principles underpinning this policy are:

- All children, young people, adults at risk and vulnerable groups have a right to be protected from all forms of abuse, discrimination and exploitation, regardless of their age, sex, gender reassignment, ability or disability, race, nationality or racial origin, religion or belief, culture, language, heritage or sexual orientation.
- The child's, young person and/or vulnerable adult's welfare is, and must always be, the paramount consideration.
- All allegations of abuse will be taken seriously and responded to efficiently and appropriately.
- To encourage parents and other members of the child, young person or vulnerable adults family to be involved in a relationship with the Trust.
-
- To ensure that coaches, parents and other adults who come in contact with children, young people and vulnerable adults provide good role models of behaviour.

6. Safeguarding

The Trust has an on-going commitment to employing a programme of activities which cover all areas of the business. The programme will regularly be reviewed and updated according to any needs that may be identified.

7. Safer Recruitment Policy

Yeovil Town Community Sports Trust will endeavour to ensure that all reasonable steps are taken to prevent unsuitable people from working with children. This will include robust recruitment and selection methods and appropriate pre-employment checks.

During the recruitment stage, all candidates will complete an Application Form to ascertain whether their skills, qualifications and experience are appropriate for the position for which they have applied. As part of Yeovil Town Community Sports Trust's application form, all candidates will be required to complete details of any criminal convictions which are not yet spent under the Rehabilitation of Offenders Act 1974 (ROA).

All candidates applying for a position whether paid or unpaid which involves working with children will also be required to complete a Criminal Conviction Self-Declaration form for any criminal convictions, cautions, reprimands or warnings whether spent or unspent under the ROA.

The Criminal Conviction Self-Declaration Form will also state that successful candidates will be required to undergo a DBS check from the Disclosure and Barring Service (DBS). Evidence of identity will be necessary in accordance with the DBS application requirements. In addition there will be a question for candidates about whether they have ever been investigated for any safeguarding issue by the Football Association.

If the information obtained from the Self-Declaration form significantly impacts on the candidate's suitability to undertake the post for which they have applied, the candidate's application will not be taken any further.

Upon offer of employment for positions working with children, successful candidates will be required to

complete a DBS check from the Disclosure and Barring Service (DBS). While staff disclosures are being obtained they will not be allowed to work unsupervised.

If the DBS reveals criminal convictions, cautions, reprimands or warnings not previously disclosed on the Criminal Conviction Self-Declaration form completed at application stage, the offer of employment will be withdrawn regardless of the nature of the conviction. Successful candidates' names will also be checked with the FA banned list. If an individual is on the banned list then the offer of employment will be withdrawn.

If a member of staff whose position involves working with children receives a criminal conviction, cautions, reprimands or warnings during the course of employment, it must be reported immediately to the Trust's Designated Safeguarding Officer.

The suitability of employees with a criminal record will vary, depending upon the nature of the job and the details and circumstances of any convictions. If after careful consideration involving a thorough risk assessment of all the circumstances of the offence, we cannot continue employment, then the employment will be terminated.

Any decision to withdraw an offer of employment or terminate employment must be reached with the agreement of the Senior Safeguarding Manager and the Designated Safeguarding Officer.

As part of the employment process, 2 confidential references are taken and checked, one of which must include a current or most recent employer or school/college as appropriate.

If the Trust dismisses or removes a person from regulated activity (or may have done so had they not left) because they have harmed or posed a risk of harm to a child/ young person or vulnerable adult, the Trust has a LEGAL duty to refer the person to the Disclosure and Barring Service (DBS). The Trust must also notify the EFL Trust and the FA Case Management Team within 72 hours.

The DBS' role is to make barring decisions about people who are referred to it (usually following an employer's disciplinary process), with the possible consequence of the person being barred from working or volunteering with children, young people and/or vulnerable adults. The DBS uses a fair, thorough and consistent process that ensures that the decision it reaches is both proportionate and appropriate to the risk the person poses to children/ young people or vulnerable adults.

8. Accountability and Responsibility

The implementation of this policy is mandatory across the full scope of The Trust's work. Specific Responsibilities are outlined below.

- **Board of Trustees**

The Board of Trustees/Directors are responsible for the implementation of The Trust's Safeguarding Children, Young People and Vulnerable Adults Policy and will ensure that the policy and its accompanying policies and procedures are implemented across the Trust.

- **Trust Manager**

Responsible for ensuring:

The resource available to support staff on safeguarding/child protection issues is maintained;

That safeguarding implications are constantly reviewed across the scope of the Trust's programme delivery

That children, young people and vulnerable adults are fully considered in the development of all new programmes.

The continued development of The Trust's approach to Safeguarding, considering and authorising any immediate changes in operational policy required due to a child protection incident or near miss;

Safeguarding is considered in all appointments of staff (to include volunteers.).

Ensuring the Safeguarding Children, Young People and Vulnerable Adults Policy is fully implemented and that procedures to support the policy are set up as outlined, are complied with and well communicated;

Integrating Safeguarding related considerations into local recruitment and selection, staff induction and team management processes such as team meetings, staff supervision;

Ensuring this policy is fully integrated in to health and safety procedures such as risk assessment.

Ensuring that staff and volunteers are able to discuss child protection and abuse issues confidentially and receive guidance and support on action as situations arise;

Ensuring all new staff members and volunteers have the required disclosure certificate in place if engaging in regulated activity with young people and that they cooperate with the internal DBS procedure to include checking ID and provision of signed copies of documents with application forms..

When working in partnership with other agencies a recorded local agreement is reached on managing safeguarding matters, sharing of information etc.

- **Staff/Volunteers**

Responsible for:

Ensuring the referral of all child protection issues to the Designated Safeguarding Officer. (This may be as simple as discussing a hypothetical issue to protect identities);

Ensuring they are aware of their roles and responsibilities under this policy,

Ensuring that they undertake appropriate and required induction and training in safeguarding/child protection, at the required level relevant to their role;

Adhere to the requirements of the policy and operate within codes of conduct outlined within the various policies that support the work of the Trust.

Any behaviour by a member of staff or volunteer towards children or young people that contravenes the terms of this policy and procedure may be considered for disciplinary action which in turn may lead to dismissal.

The Trust will therefore ensure:-

- Our Designated Safeguarding Officer is supported in the role and is provided with appropriate financial, organisational and management support.
- The Trust has a nominated trustee (Senior Safeguarding Manager) responsible for safeguarding arrangements.
- Every member of staff (including temporary and volunteers) knows the name of the designated Safeguarding Officer and their role.
- All trustees, staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the Designated Safeguarding Officer.
- That parents have an understanding of the responsibility placed on Yeovil Town Community Sports Trust and staff for child protection by setting out its obligations by publishing its policy on the Trust's website.
- Accountability and responsibility for the adoption and implementation of the policy rests with all trustees and staff.

- That when dealing with suspicions and allegations, the Designated Safeguarding Officer and Senior Safeguarding Manager will follow the procedures as laid out in this policy.
- That a complaints procedure is provided which can be used for those who wish to complain about the handling of safeguarding issues.
- That the Designated Safeguarding Officer/Senior Safeguarding Manager and board of directors/trustees are informed of all safeguarding situations, including any allegations made against a member of staff, volunteer or director/trustee concerning misconduct in respect to children or vulnerable adults.
- The Designated Safeguarding Officer keeps a central record of staff/volunteers that will enable a prompt response to genuine enquiries. This record should include identity information, start and finish dates, safeguarding qualifications, vetting checks, right to work in the UK and references. Where there have been safeguarding concerns, these should be clearly indicated on file.
- Provide access to a risk assessment procedures so that the Designated Safeguarding Officer or members of staff can evaluate and manage any risk posed by individuals or activities within the Trust.

9. Safeguarding & Specific Child Protection Training

Yeovil Town Community Sports Trust ensures that their strategy for implementing safeguarding is effective by providing a thorough induction; training (and regular refresher training); as well as the on-going professional development of all its staff and volunteers.

When appointed, all staff and volunteers will undertake a structured induction programme during their probationary period. While induction training will cover many elements related to a new member of staff becoming familiar with the organisation and the role they have been recruited for, every new staff member and volunteer will receive specific induction training relating to safeguarding and promoting the welfare of children.

All Yeovil Town Community Sports Trust staff and volunteers will undertake further training (and refresher training) as necessary to provide them with relevant skills and knowledge to safeguard effectively.

To ensure this policy is effective, YTCST will budget the necessary resources (including time and travel opportunities) for both training events. While this will naturally include the training necessary for effective role performance, it will also include further safeguarding training linked to maintaining the best standards of child protection; and as appropriate to their role and level of contact with children.

This will include such subject areas as:

- Understanding the legislation and any specific regulations regarding safeguarding
- Updates (and refresher training) on recognising indicators and signs of abuse
- YTCST's procedures for responding to, reporting, recording and referral of concern, allegations or disclosures of abuse
- The relevant process for reporting and managing allegations against staff and volunteers
- Ongoing anti-bullying support, training and guidance to support staff and volunteer to be effective at preventing and responding to all forms of bullying, including racist homophobic and sexual bullying.
- PREVENT (Preventing radicalisation to extremism) training.

In addition, Yeovil Town Community Sports Trust are required to ensure that all staff and volunteers receive safeguarding and child protection updates at regular staff meetings between any formal training and refresher training received throughout the year. Safeguarding is also a permanent agenda item at Yeovil Town Community Sports Trust Board meetings.

Where appropriate, Yeovil Town Community Sports Trust will put staff and volunteers onto the annual "FA Safeguarding Children Workshop" to help meet the requirements of training and refresher training.

While all staff and volunteers are encouraged generally to undertake continual professional Development (CPD) to maintain and keep up to date their skills, certain YTCST staff members are obligated to undertake CPD as part of their role responsibilities for the organisation. Listed below are the main CPD requirements for the following YTCST safeguarding staff members:

- Senior Safeguarding Manager (SSM): This post-holder must attend mandatory EFL Safeguarding SSM Training every two years.
- Designated Safeguarding Officers (DSOs): This post-holder must attend mandatory EFL Safeguarding DSO training annually.

Yeovil Town Community Sports Trust recognises that employees and volunteers working for the organisation and who have become involved in supporting/working with a child who suffered harm or appears to be likely to suffer harm, may find the situation stressful and upsetting. It is therefore Yeovil Town Community Sports Trust's paramount concern to ensure that all employees and volunteers receive all necessary support in these circumstances.

10. Reporting Procedures

Whether informed directly by a child, young person or vulnerable adult via a third party, or through your own observations within a football setting, you should follow the procedures outlined below and in the Appendix 1 (Safeguarding contact details can also be found in Appendix 3)

- Ensure the immediate safety of the child, young person or vulnerable adult.
- If the child, young person or vulnerable adult requires urgent medical treatment, take them to hospital or telephone for an ambulance, inform attending personnel or doctors of concerns and ensure that they are aware that this is a safeguarding or child protection issue.
- Report the concerns to the **Designated Safeguarding Officer (DSO) – Louis McCarten 01935 706671 or 07460810528** who will refer the matter to the **Local Authority Designated Officer (LADO) 0300 123 2247**.
- Make a record of anything the child/young person or vulnerable adult has said and/or what has been observed, if possible with dates and times.
- If the DSO or Senior Safeguarding Officer is not available, refer the matter directly to the Local Authority Designated Officer (LADO). REMEMBER, delay may place the individual at further risk. **Somerset Direct 0300 123 224**.
- Discuss the safeguarding concern with the Local Authority Designated Officer or the Police who will ensure that parents/guardians/carers are informed.
- Complete the appropriate reporting form (child under 18 – Appendix 2 or vulnerable adult –Appendix 3 with support from the Designated Safeguarding Officer who will copy it to the Local Authority Designated Officer (LADO)/Police and to the Senior Safeguarding Manager within 24 hours.
- The Designated Safeguarding Officer must provide a report to the English Football League Trusts Designated Safeguarding Officer (**Clare Taylor – M: 07964905652 E: Ctaylor@efltrust.com**) & **FA Case Management (T: 0800 169 1863 or via E: Safeguarding@TheFA.com)** within 72 HOURS and also inform the Designated Safeguarding Officer at Yeovil Town Football Club.

Allegations made against staff

If anyone makes an allegation that any members of staff or volunteer may have:

- Behaved in a way that has harmed a child, young person or vulnerable adult or may have harmed a child young person or vulnerable adult
- Possibly committed a criminal offence against or related to a child young person or vulnerable adult.
- Behaved towards a child, young person or vulnerable adult in a way that indicates that he or she would pose a risk of harm to children.

Then the allegation will be dealt with in accordance with national guidance and agreements and the YTCST Allegations of Abuse Against Staff & Volunteers Policy

Allegations against a member of staff or volunteer should be brought to the attention of the Senior Safeguarding Manager (**David Mills – T 01935 423662 or M: 07531172531**) in the first instance, unless they are the subject of the allegation, in this situation the allegation should be referred to the Local Authority Designated Officer (**0300 123 2247**).

An allegation must not be discussed with the alleged perpetrators or other members of staff/volunteers, unless advised to do so by the LADO.

Please see Appendix 2 for further information regarding allegations made against staff and volunteers.

11. Partner Organisations

Yeovil Town Community Sports Trust is committed to working in partnership with Local Authorities and other agencies. When this involves an agreement for another organisation to provide services on its behalf, the Trust will make reasonable steps to ensure that the partner "organisation has appropriate safeguarding policies in place which will include safeguarding policies and procedures, sound recruitment and selection practices and formal complaints procedures for participants.

Where The Trust is working in partnership with other organisations, agreement must be reached with regard to the responsibilities procedures and practices contained in this document. The written contract, agreement or protocol detailing the services to be provided should include the procedure to be followed in the event of concerns about child abuse. The purpose of this is to ensure clarity as to which organisation is responsible for taking action in specific circumstances. Failure to reach agreement, or a situation arising that causes concern with regard to the partner organisations practice, may lead to the termination of that partnership.

Where the delivery partner is responsible for taking action, any agreement should stipulate that Yeovil Town Community Sports Trust must be informed of all incidents.

If a staff member/volunteer becomes aware of allegations of abuse relating to a partner organisation, this should be discussed in the first instance with The Trust's Senior Safeguarding Manager and Designated Safeguarding Officer.

12. Use of Photography & Film Images

All images are taken by Trust staff who have been briefed by the Designated Safeguarding Officer & Trust Manager for the activity being photographed or filmed. Before taking images of children or young people, parental consent is sought in writing prior to the event.

Parents/Carers are responsible for informing the Trust of any change of circumstances which may affect consent.

Parents/Carers will be informed of how the image will be used and the Trust will not allow an image to be used for something other than that for which it was initially agreed.

- Before taking photographs of children, young people or vulnerable adults, parental consent is sought in writing at the start of the season or prior to the event. Parents/guardians/carers are responsible for informing the Trust of any change of circumstances within the Season which may affect consent.
- Parents and carers will be informed of how the image will be used. The Trust will not allow an image to be used for something other than that for which it was initially agreed.
- All children, young people or vulnerable adults featured in Trust publications will be appropriately dressed.
- Where possible, the image will focus on the activity taking place and not a specific child / young person or vulnerable adult.
- Where appropriate, images represent the broad range of people participating safely in our activities/programmes.
- Our designated photographer will undertake a DBS check, attend a Safeguarding Children workshop and will be personally responsible for keeping up to date with the latest guidelines on the Use of Images policies. Club Identification will be worn at all times.
- Children, young people or vulnerable adults who are under a court order will not have their images published in any Trust document.
- No images of children and young persons featured in Club publications will be accompanied by personal details such as their school or home address.
- Recordings of children and young people for the purposes of legitimate coaching aids are only filmed by Trust officials and are stored safely and securely at the Trust Office. Any instances of inappropriate images in football should be reported to the Trust Manager.
- The Trust does not put young player profiles with images and personal information on its website.

This section should not be read in isolation and should be cross-referenced with the Trust's Internet and Social Media Policy for further information and guidance,

13. Social Networking Guidance

The Trust recognises that social media and social networking services provide opportunities to effectively engage with a wide range of audiences in a positive manner.

However the Trust is also aware of the potential safeguarding risks especially to children and young people when using these forms of media.

Do not add/invite children or young people you have responsibility for as 'friends' within social networking sites such as SnapChat, Instagram, Facebook etc.

Avoid 'one to one' electronic communications. Where you do communicate electronically ensure you send this communication to the parent/carer as well as the child or young person.

Good Practice with Social Media

When working with children and young people you should always encourage them to:

- Ensure their privacy settings are set as high as possible;
- To have private profiles on social networking sites including Twitter and Instagram;
- Not to indulge in any form of 'Sexting'. By having in their possession or distributing indecent images of a person under 18 on to someone else – young people need to be aware that they could be breaking the law as

these are offences under the Sexual Offences Act 2003.

- Ensure they are aware that Apps like SnapChat do not always destroy the image as other users have the ability to capture the images and store or share them;
- To report any inappropriate images or things that concern them to the Designated Safeguarding Officer;
- To report any cyber bullying, harassment or images and content that cause offence;
- To behave in a safe and appropriate way online and not put themselves or others at risk.

Online Grooming;

This is where an adult (someone over the age of 18) uses the internet and social media to befriend and entrust a child, young person for future sexual abuse, image production or exposure.

Children or young people may befriend someone online and that person may use sexual language with the child and also send gifts or pretend they are in a relationship with the child.

As with other abuse, the signs and indicators are similar, however with online grooming there are more specific indicators including;

- Children spending an alarming amount of time online in isolation of other family members;
- Children having lots of new gifts not brought by family members;
- Children being picked up by different people (who the family do not know in cars);
- Children saying they are dating someone they met online and it is apparent the person is older.
- Children using dating sites.

This section should not be read in isolation and should be cross-referenced with the Trust's Internet and Social Media Policy for further information and guidance,

14. Parental Consent

Yeovil Town Community Sports Trust will make every effort to obtain parental consent for all activities using a signed parental consent form. Yeovil Town Community Sports Trust will do everything it can to safeguard children in its care but recognises that in some circumstances, due to the nature of the work carried out, obtaining parental consent for activities is not always possible.

15. Children who are not picked up on time

Yeovil Town Community Sports Trust has procedures in place for children whose parents do not collect them from an activity at a specified time. All parents / carers are made aware that their children should be met no later than 15 minutes after an activity has finished. Should the child not be collected within 15 minutes, coaching staff have emergency contact numbers and communication with the Community Office to seek alternative emergency contact numbers if necessary.

In the event that a child is not collected on time, a minimum of 2 coaching staff and/or responsible adults will wait at the venue until the parent / carer arrives. If contact cannot be established within a further 30 minutes, the lead coach will contact the Designated Safeguarding Officer and Trust Manager to agree upon a timescale for further actions.

In order to safeguard the child, the Designated Safeguarding Officer will contact Somerset County Councils Emergency Duty Team (EDT) on 0300 123 23 27 for further help and advice. If the child is being taken to an agreed venue or foster home in preparation for them being accommodated, the Designated Safeguarding

Officer will, if practicable, leave a message at the family home about the child's whereabouts and contact numbers.

16. Coaching

Yeovil Town Community Sports Trust is committed to using the power of football to encourage children and young people to enjoy the benefits of sport and healthy living and will frequently run coaching sessions within local schools. It is the responsibility of the school to obtain parental consent and carry out the relevant risk assessments before an activity takes place and YTCST will carry Public Liability Insurance. The above information is set out in a written Service Level Agreement with the school which is signed prior to the event taking place.

Any activity undertaken by the Trust will always give full consideration to the appropriate number of staff members available depending on the age of the children or young people involved, the degree of risk the activity involves and whether there are any additional vulnerability or disability needs. The lower the age of the participants, the greater the need for supervision.

A minimum of two members of staff or delivery partners will always be available to supervise an activity. This ensures that at least basic cover in the event of something impacting on the availability of one of the adults during the activity.

17. DBS

All staff, workers, and volunteers in a position of trust will be required to undergo regular DBS disclosure clearances, normally every 3 years or earlier if requested

18. Activities for Disabled Persons

Yeovil Town Community Sports Trust welcomes and is inclusive of children, young people and vulnerable adults of all abilities and carries out all activities for disabled persons under the guidelines of the Equality Act 2010 and in accordance with the Trust's Equality and Inclusion Policy.

19. Missing Children/Young People or Vulnerable Adults

The missing person procedures outlined below apply to all Yeovil Town Community Sports Trust events at which vulnerable people will be present. For visits, trips and tours, this section should be read along with the Trust's Visit, Trips and Tour Policy for further information and guidance,

Missing Person Procedure – Staff

On the discovery of a child, young person or vulnerable adult having gone missing, please undertake the following procedure:

- Establish who saw the person last and where
- Inform a full time member of staff
- Make a search of the immediate area including toilets and changing areas
- Inform the local police
- Inform the missing individual's parents/guardians if they are not present at the time
- Continue a search of the area
- Report all incidents to the Trust's DSO

Missing Person Procedure – Parents/Guardians/Carers

In the event of your child/vulnerable person not returning from a Yeovil Town Community Sports Trust event or upon discovering them missing at a Yeovil Town Community Sports Trust venue, please undertake the following procedure:

- Contact the relevant coach or event organiser to establish where they were last seen
- Contact a fellow team member or event attendee to establish where they were last seen
- If you are at a venue, together with staff make a search of the area including changing rooms and toilets.
- Continue to search the area

All such incidents must be reported to the Trust's Designated Safeguarding Officer

If your child is expected to attend an event but is unable to do so please ensure that you inform the relevant event organiser or coach.

20. Visits, Trips and Tours

The Trust encourages participation in professionally organised tournaments both domestically and abroad. Tournaments are fully risk assessed by Trust staff and players attending, adhere to the Tournament Codes of Conduct.

A Tour Leader will be appointed by the Trust for each individual tour and they will designate roles and responsibilities to other staff members. A Pre-Tour Risk Assessment visit is arranged for each new tournament. The Pre-Tour Risk Assessment covers both Health & Safety and Safeguarding areas and will include modes of transport, hotel or other accommodation, evacuation procedures, climate conditions, tournament match schedules and food provision.

Tours have full insurance cover and are fully staffed to ensure appropriate supervision arrangements and medical support & equipment are available. A pre-tour presentation is provided for parents/carers so they are fully informed on the whole tour procedure prior to the group travelling.

This section should not be read in isolation and should be cross-referenced with the Trust's Visits, Trips and Tours Policy.

21. First Aid and Administration of Medication

In circumstances where a child needs medication regularly, a health care plan should be established to ensure the safety and protection of the child and the staff who are working with them.

All medical information concerning children should remain confidential. When administering first aid, staff should ensure that another adult is aware of the action being taken, wherever possible.

Staff should understand the extent and limitations of their role in carrying out basic care and hygiene tasks for minor abrasions and should recognise when an injury requires more experienced intervention.

Yeovil Town Community Sports Trust accepts that there will be occasions when medical treatment is necessary during training and matches especially at weekends and in the evenings and due to staffing numbers, the club may not be able to guarantee that two members of staff are present during treatment sessions.

All members of Trust staff have undergone emergency first aid training, have undergone DBS/CRC disclosures and have attended the FA's Safeguarding Children's Workshop.

Parents/guardians/carers should always be informed when first aid has been administered to a child, young person or vulnerable adult.

22. Projects

Yeovil Town Community Sports Trust assess the potential for risks when planning activities. However, to ensure the welfare of children, young people and vulnerable adults within our care, it is important to always ask the following basic questions:

- What is the activity?
- What are the ages or levels of development of the children involved?
- Where is the activity going to take place?
- Are there any additional needs within the group? How do they affect the child/young person or vulnerable adult's ability and needs in terms of safeguarding?
- Are there mixed groupings?
- What experience and qualifications do the organisers have?
- Are staffing or volunteer levels appropriate to the needs of the group?
- Do we have someone with the appropriate level of first aid training for the needs of the group?

It's important for staff to consider the venue and the level of responsibility they have for the activity. The principles for assessing potential risks remain the same whatever the activity, therefore staff need to consider these and decide what ratio of adults to children, young people & vulnerable adults they consider to be appropriate to ensure their safety.

Adult/participant ratios must be based on the age and understanding of the children and young people involved, the degree of risk the activity involves, and whether there are additional needs. The lower the age of the participants, the higher the ratio of staff should be. If the activity is mixed gender, male and female staff should ideally be available.

Whatever the age of the children, young people and vulnerable adults and the type of activity, a minimum of two adults should always be present. This ensures at least basic cover in the event of an incident.

Teams should generally have a minimum of 1 adult to 16 children and young people. Where the children are aged 8 or younger more staff will be required and a minimum of two adults should always be present. If the children and young people have additional needs e.g. learning needs or a disability, the ratio should be higher than 1:16 to ensure that staff can meet the specific needs of any given group.

FA Level 1 Coaches who are not yet 18 cannot be considered an adult legally; therefore this affects the ratio of adults to children and young people. However, staff can ask parents to come along in such circumstances, however it is also important to consider the experience of the adults involved.

23. Guidelines in the event of a concern

Highlighting Concern

Although the Trust is committed to doing the utmost to safeguard children, young people and vulnerable adults from harm there may be occasions when concern is raised over the treatment of a child or a vulnerable adult.

"Child abuse" and "neglect" are generic terms encompassing all ill treatment of children, young people or vulnerable adults as well as cases where the standard of care does not adequately support the child's health or development.

Children, young people and vulnerable adults may be abused or suffer neglect through the infliction of harm, or through the failure to act to prevent harm. Abuse can occur in family or an institutional or community setting. The perpetrator may or may not be known to the child.

24. Recognition – Signs of Abuse

Physical Abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in, a child.

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males, women can also commit acts of sexual abuse, as can other children.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

Provide adequate food, clothing and shelter (including exclusion from home or abandonment).

Protect a child from physical and emotional harm or danger.

Ensure adequate supervision (including the use of inadequate care-givers).

Ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or ridiculing what they say or how they communicate. Emotional abuse may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may also involve: seeing or hearing the ill-treatment of another, for example in domestic violence situations; serious bullying (including cyberbullying); causing children frequently to feel frightened or in danger; exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child but it may occur as the sole or main form of abuse.

Bullying

There is no clear boundary between bullying and abuse, and some sex offenders are themselves minors. Young perpetrators of abuse are still children and are entitled to have their needs considered though steps may need to be taken to protect other children. Such cases should always be referred to the local authority Children's Social Care service.

Bullying (Peer on Peer Abuse)

Peer on peer abuse occurs when a child, young person or vulnerable adult is exploited, bullied and / or harmed by their peers who are the same or similar age. Peer-on-peer abuse can relate to various forms of abuse (not just sexual abuse and exploitation), and crucially it does not capture the fact that the behaviour in question is harmful to the child, young person and vulnerable adults perpetrator as well as the victim.

Other forms of child abuse (Special topics)

Stranger Abuse

The majority of abuse is carried out by people known to the child, but abuse can also be carried out by strangers.

Internet Related Abuse

Adults may target chat rooms, social networking sites, messaging services, digital cameras, mobile phones and the internet generally in order to groom and abuse children. Children are particularly vulnerable to abuse by adults who pretend to be children of comparable ages in social networking sites and who try to obtain images or engineer meetings. Children themselves can also misuse these facilities, sometimes inadvertently and sometimes with malicious intent. The downloading, keeping or distributing of indecent images of children are all offences. For detailed advice about protecting children from internet abuse, consult the Child Exploitation and On-line Protection Centre (CEOP), which also produces guidance suitable for children.

Fabricated or Induced Illness

Parents and carers can induce or pretend to observe symptoms in a child which lead to unnecessary investigations or treatment.

Abuse of Disabled Children

Research has shown that disabled children are more likely than able-bodied children to be subjected to abuse. Disability covers not only physical disabilities of various kinds but also mental illness and learning disability.

Deliberate Self-Harm (e.g. overdoses, cutting, misuse of drugs or alcohol).

Local Safeguarding Children Boards vary in their approach to deliberate self-harm. It will always be appropriate to discuss such a case with the local authority children's social care. Help can also be obtained from child and adolescent mental health services (CAMHS), through the general practitioner (GP) and, sometimes, from direct access counselling services.

Domestic Violence or Abuse

The terms 'violence' or 'abuse' are used interchangeably and carry the same meaning. Domestic violence is the abuse of adults within a household. It need not involve physical assault to count as violence, and the adults concerned need not be married or of opposite sexes. If there are children in the household they are witnesses to the abuse and are considered to be emotionally abused at least, whether or not they are in the same room.

Parents Who Are Vulnerable Adults

It is not uncommon for the parents of children who are abused or neglected to be themselves vulnerable adults. Particularly common are problems of mental ill-health, domestic abuse and substance abuse (i.e. drugs and alcohol), often in combination. Where someone with such a difficulty is known to be a parent with a child living with them, a referral to the local authority children's social care service may be required.

Female Genital Mutilation

This is an offence and any suggestion that it is being sought or has been carried out should be referred to the local authority Children's Social Care or the Police.

Child Trafficking

Child trafficking is the bringing of children into the country, sometimes without proper immigration arrangements, for a variety of illegal purposes which can include domestic service, illegal adoption, organ harvesting, benefit claims or prostitution. Such children may speak little English. The police or local authority Children's Social Care service should be contacted immediately.

Sexual Exploitation and Involvement In Prostitution

Children can be exploited by being given rewards in return for sexual activities. Internet and other media technology may be used in the abuse. Violence, coercion and intimidation are common. Regardless of the challenging behaviours they may display, exploited children should be viewed as victims of child sexual abuse, not as criminals.

Forced Marriage and Honour-Based Violence

Disclosures of actual or possible forced marriage should not be treated as a family matter or be disclosed to family members. Local authority Children's Social Care or the Police should be contacted.

Complex (Organized or Multiple) Abuse

This is abuse which involves one or more abusers and a number of children. The abusers may be acting in concert, or in isolation, or may be using an institutional framework or position of authority to abuse children. The internet may also be used.

PREVENT – Preventing radicalisation to extremism

The Prevent strategy forms part of the UK's Counter Terrorism and Security Act (2015). The Government's revised Prevent strategy was launched in June 2011 with its key objectives being to challenge the ideology that supports terrorism and those who promote it, prevent people from being drawn into terrorism, and work with 'specified authorities' where there may be risks of radicalisation.

The scope of the Prevent Duty covers terrorism and terrorist related activities, including domestic extremism and non-violent extremism. The aim is to work with partner agencies, primarily the police, to divert people away from what could be considered to be linked to terrorist activity.

Prevent defines extremism as: "vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces".

Radicalisation is defined by the UK Government within this context as "the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups."

Channel is a multi-agency programme which provides support to individuals who are at risk of being drawn into terrorism. Channel provides a mechanism at an early stage, for assessing and supporting people who may be targeted / or radicalised by violent extremists.

Visit <https://www.gov.uk/government/publications/channel-guidance> for further information and guidance.

If you are concerned that an individual is being exploited in this way, it is important that you share these concerns with the Designated Safeguarding Officer to enable those individuals to receive the help and support they need.

Please refer to Appendix 4:- Prevent and Channel Referral guide for reporting a concern of a vulnerable individual

25. Forms of abuse towards an adult

What is mistreatment, abuse or harm?

Unexplained fear.

Denial of a situation.

The person becoming extremely withdrawn and non-communicative or non-responsive.

The adult telling you they are being verbally or emotionally abused.

Physical abuse

The ill-treatment of an adult, which may or may not cause physical injury, is regarded as physical abuse. Instances might include hitting, slapping, pushing, kicking, inappropriate restraint, withholding or misuse of medication, squeezing, biting, suffocating, poisoning, and drowning. It could include racially or religiously motivated attacks. A requirement for someone to work in an unsafe environment can be construed as physical abuse.

Possible indicators of physical abuse:-

Cuts, lacerations, puncture wounds, open wounds, bruising, welts, discolouration, black eyes, burns, broken bones and skull fractures.

Untreated injuries in various stages of healing or not properly treated.

Poor skin condition or poor skin hygiene.

Dehydration and/or malnourishment without an illness-related cause, loss of weight, soiled clothing or bedding.

Broken eyeglasses or frames, physical signs of being subjected to punishment, or signs of being restrained.

Inappropriate use of medication, overdosing or under dosing.

The adult telling you they have been hit, slapped or mistreated.

Emotional or Psychological abuse

The use of threats or fear, the power of the carer's or other adult's position to negate the vulnerable person's independent wishes. Such behaviour can create very real emotional or psychological stress. Bullying, sexual and racial harassment would also come into this category. It includes lack of privacy or choice, denial of dignity, deprivation of social contact or deliberate isolation, making someone feel worthless, lack of love or affection, threats, verbal abuse, humiliation, blaming, controlling, pressurizing, coercion, fear, ignoring the person.

Possible indicators of emotional/psychological abuse:

- Feelings of helplessness.
- Hesitation in talking openly.
- Implausible stories.
- Confusion or disorientation.
- Anger without an apparent cause.
- Sudden changes in behaviour.
- The person becoming emotionally upset or agitated.
- Unusual behaviour (sucking, biting or rocking).

Other behaviours which may take place within a working relationship include public or unreasonable criticism, insults and shouting, ignoring a person's wishes or point of view, setting unreasonable work targets, removing areas of responsibility, undervaluing a person's efforts.

Harassment

Harassment may include name calling, victimization and ostracism, unwanted sexual attention, stalking, compromising invitations or gifts, the display of images that are racially or sexually offensive, the suggestion that sexual favours might further promotion prospects.

Financial or legal abuse

The wilful extortion or manipulation of the vulnerable person's legal or civil rights must be construed as abuse. Such activity may include misappropriation of monies or goods, the misuse of finances, property or possessions, or withholding money, the exploitation of a person's resources or embezzlement. Such abuse may involve the use of a position of authority or friendship to persuade a person to make gifts, to leave legacies or change a will.

Possible indicators of financial abuse:

- Signatures on cheques etc. that do not resemble the adult's signature or which are signed when the adult cannot write.
- Any sudden changes in bank accounts including unexplained withdrawals of large sums of money.

- The inclusion of additional names on an adult's bank account.
- Abrupt changes to or creation of wills.
- The sudden appearance of previously uninvolved relatives claiming their rights to a vulnerable person's affairs or possessions.
- The unexplained sudden transfer of assets to a family member or someone outside the family.
- Numerous unpaid bills, overdue rent, when someone is supposed to be paying the bills for the vulnerable person.
- Unusual concern from someone that an excessive amount of money is being expended on the care of the vulnerable person
- Lack of amenities, such as TV, personal grooming items, appropriate clothing, that the vulnerable person should be able to afford.
- The unexplained disappearance of funds or valuable possessions such as art, silverware or jewellery.
- Deliberate isolation of a vulnerable person from friends and family resulting in the caregiver alone having total control.

Neglect

Neglectful behaviour is any pattern of activity by another person, which seriously impairs an individual. Neglect can include: failure to intervene in situations where there is danger to a vulnerable person or to others, particularly when a person lacks the mental capacity to assess risk, not giving personal care, deliberately withholding visual or hearing aids, withholding food, drink, light and clothing, restricting access to medical services, denying social, religious or cultural contacts, denying contact with family, lack of appropriate supervision.

- **Possible indicators of neglect:**
- Dirt, faecal or urine smell, or other health and safety hazards in the vulnerable person's living environment.
- Rashes, sores, lice on the vulnerable person.
- Inadequate clothing.
- Untreated medical condition.
- Poor personal hygiene.
- Over or under medication.
- Lack of assistance with eating or drinking.
- Unsanitary and unclean conditions.

Sexual abuse

A sexual act carried out without the informed consent of the other individual is abuse. Such behaviour includes contact and non-contact abuse. The issue of informed consent is a fraught one and would need to be carefully investigated. No one should enter into a sexual relationship with someone for whom they have pastoral responsibility or have a position of trust. Contact abuse may include rape, indecent assault, being forced to touch another person, sexual intercourse or being pressurized into consenting to sexual acts. Non-contact abuse may include sexual remarks and suggestions, introduction to indecent material, indecent exposure.

Possible indicators of sexual abuse:

Bruises around the breasts or genital areas.

Unexplained venereal disease or genital infections.

Unexplained vaginal or anal bleeding.

Torn, stained or bloody underclothing.

The vulnerable person telling you they have been sexually assaulted or raped.

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The scope of the Prevent Duty covers terrorism and terrorist related activities, including domestic extremism and non-violent extremism. The aim is to work with partner agencies, primarily the police, to divert people away from what could be considered to be linked to terrorist activity.

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Visit <https://www.gov.uk/government/publications/channel-guidance> for further information and guidance.

If you are concerned that an individual is being exploited in this way, it is important that you share these concerns with the Designated Safeguarding Officer to enable those individuals to receive the help and support they need.

Please refer to Appendix 4:- Prevent and Channel Referral guide for reporting a concern of a vulnerable individual

26. Historical Abuse Allegations from an Adult

If an adult makes a disclosure to a member of staff/volunteer that s/he suffered abuse as a child, the member of staff to whom the disclosure is made should:

- Clarify whether there are any child/ren who may currently be at risk from the alleged perpetrator.
- Ascertain whether the adult is aware of the alleged perpetrator's recent or current whereabouts and any contact the alleged perpetrator may have with children.
- Advise the adult to make a formal complaint to the police, explaining that there is a significant likelihood that a person who has previously abused a child will have continued and may still be doing so.
- Offer the adult support in making a formal complaint to the police.
- Provide information about relevant services.(Offside Trust - <http://www.theoffsidetrust.com>)

Where it is believed that the alleged perpetrator has contact with a child, a referral should be made to the Local Authority Designated Officer (LADO) so they can consult police and children's social care services as appropriate. **Somerset Direct 0300 123 2224**

Where an adult making a disclosure chooses not to make a formal complaint to the Police, the adult should be advised of the possible risk to children. The adult should be advised that the information will be shared with the Local Authority Designated Officer (LADO). If the adult wishes for his/her identity to remain anonymous, this must be respected, however, they should also be asked if they would be willing to talk with to the Local Authority Designated Officer (LADO).to enable them to seek to safeguard any other child who may be at risk.

Where the member of staff/volunteer remains concerned about issues in relation of consent and confidentiality s/he should liaise with the Designated Safeguarding Officer/Senior Safeguarding Manager.

27. Historical Abuse Allegations from a Child/Young Person

Any historical abuse allegation from a child/young person is to be treated as if it is recent in terms of appropriate response to the child and their needs.

In relation to the alleged perpetrator and other children who may be at risk, the same principles as above apply.

28. Responding to a report or suspicion

Where possible the Designated Safeguarding Officer should be contacted as early as possible. However, it is recognised that an individual may need to respond to a situation immediately. With this in mind the following guidelines offer help and support in responding to abuse or a suspicion of abuse:

Do:

- Treat any allegations extremely seriously and act at all times towards the child, young person or vulnerable adult as if you believe what they are saying.
- Tell the child, young person or vulnerable adult they are right to tell you.
- Reassure them that they are not to blame.
- Be honest about your own position, who you have to tell and why.
- Tell the child, young person or vulnerable adult what you are doing and when, keep them up to date with what is happening.
- Take further action – you may be the only person in a position to prevent further abuse.
- Write down everything said and what was done
- Seek medical attention if necessary.
- Inform parents/carers unless there is a suspicion of their involvement.

Don't:

- Make Promises you cannot keep.
- Interrogate the child, young person or vulnerable adult – it is not your job to carry out an investigation – this will be up to the police and social services, who have experience in this.
- Cast doubt on what the child, young person or vulnerable adult has told you, don't interrupt or change the subject.
- Say anything that makes the child, young person or vulnerable adult feel responsible for the abuse.

DOING NOTHING IS NOT AN OPTION; IT IS YOUR RESPONSIBILITY TO ACT.

29. Recording allegations or suspicions

The Designated Safeguarding Officer will immediately report any allegation and will ask for a written factual statement from the person making the report. (Please refer to Appendix 2 & 3)

If the report involves an allegation about another member of staff, that person will also be asked to write a brief report. Any statement made by the child, young person or vulnerable adult should be reported in their own words. These reports should be confined to facts and should not include any opinion, interpretation or judgement. The Trust will ensure that any child, young person or vulnerable adult concerned is immediately removed from any possible risk of harm.

Investigations into possible abuse will require careful management. The Designated Safeguarding Officer should seek the advice of The English Football League Trust Designated Safeguarding Officer, the Local Authority Designated Officer (LADO) or the Police before setting up an internal inquiry and take their advice on informing the child's parents.

In any case of suspected abuse, the Local Authority Designated Officer (LADO) should be informed within one working day of all allegations that come to the Trust's attention or that are made directly to the police or other statutory agency. The Designated Safeguarding officer should press statutory and regulatory bodies if they feel a referral which should be handled by those agencies is referred by the Trust.

The Designated Safeguarding Officer must provide a report to the English Football League Trust's Designated Safeguarding Officer & FA Case Management within 72 hours and also inform the Designated Safeguarding Officer at Yeovil Town Football Club.

This section should not be read in isolation and should be cross-referenced with the Trust's Allegations of Abuse Against Staff/Volunteers Policy for further information and guidance, if applicable.

30. Sharing information with Other Professionals

Yeovil Town Community Sports Trust acknowledges the importance of security and confidentiality of information it holds on children, young people, vulnerable adults and their families.

It is often necessary for agencies to share information so that children, young people and vulnerable adults can receive the services they need. Sometimes, it is only when information held by different agencies is put together that a child or young person is seen to be in need of additional or alternative services.

There may be circumstances when information may be shared without consent. This will only happen when it is a matter relating to the safeguarding of a child, young person or vulnerable adult.

This section should not be read in isolation and should be cross-referenced with the Trust's Sharing Information with Other Professionals Policy

31. Confidentiality

There is always tension and caution around issues of confidentiality. The advice for all staff at Yeovil Town Community Sports Trust is that no guarantee of confidentiality can be given to a child, young person or vulnerable adult (although this does not necessarily mean that the parents/guardian or carers of the child, young person or vulnerable adult have to be told).

A child, young person or vulnerable adult should never be pressured to give information or show physical marks unless they do so willingly. If they choose to show markings, two members of staff should be present.

There are actions which staff have to and are obliged to take once we are aware of a problem. Undertakings of confidentiality should not be given either to the person making the allegations or to the person being interviewed. A matter is confidential on a need to know basis and nobody should have any reservations about referring a safeguarding children issue to the Designated Safeguarding Officer or Senior Safeguarding Manager. **For further guidance, please refer to the Trust's Whistleblowing Policy and Sharing Information with other Professionals Policy.** The key issue is that the welfare of the child, young person or vulnerable adult is protected.

32. Further Yeovil Town Community Sports Trust policy references

This policy should not be read in isolation and should be cross-referenced to other relevant Trust and employment policies and procedures, including:

Staff Handbook
Staff Code of Conduct
Induction Policy
Safer Recruitment Policy
Whistleblowing Policy
Equality & Diversity Policy
Sharing Information with Other Professionals Policy
Anti-Bullying (Peer to Peer) Policy
Cyberbullying Guidelines for Staff & Volunteers
Participants Code of Conduct
Spectator/Parents/Guardians/Carers Code of Conduct
Data Protection Policy
Social Media & Internet Policy

Health & Safety Policy
Transport Policy
Visits, Trips and Tours Policy
Complaints Policy
Allegations of Abuse Against Staff & Volunteers Policy
Lone Working Policy

Appendix 1 -Reporting Procedure Flowchart

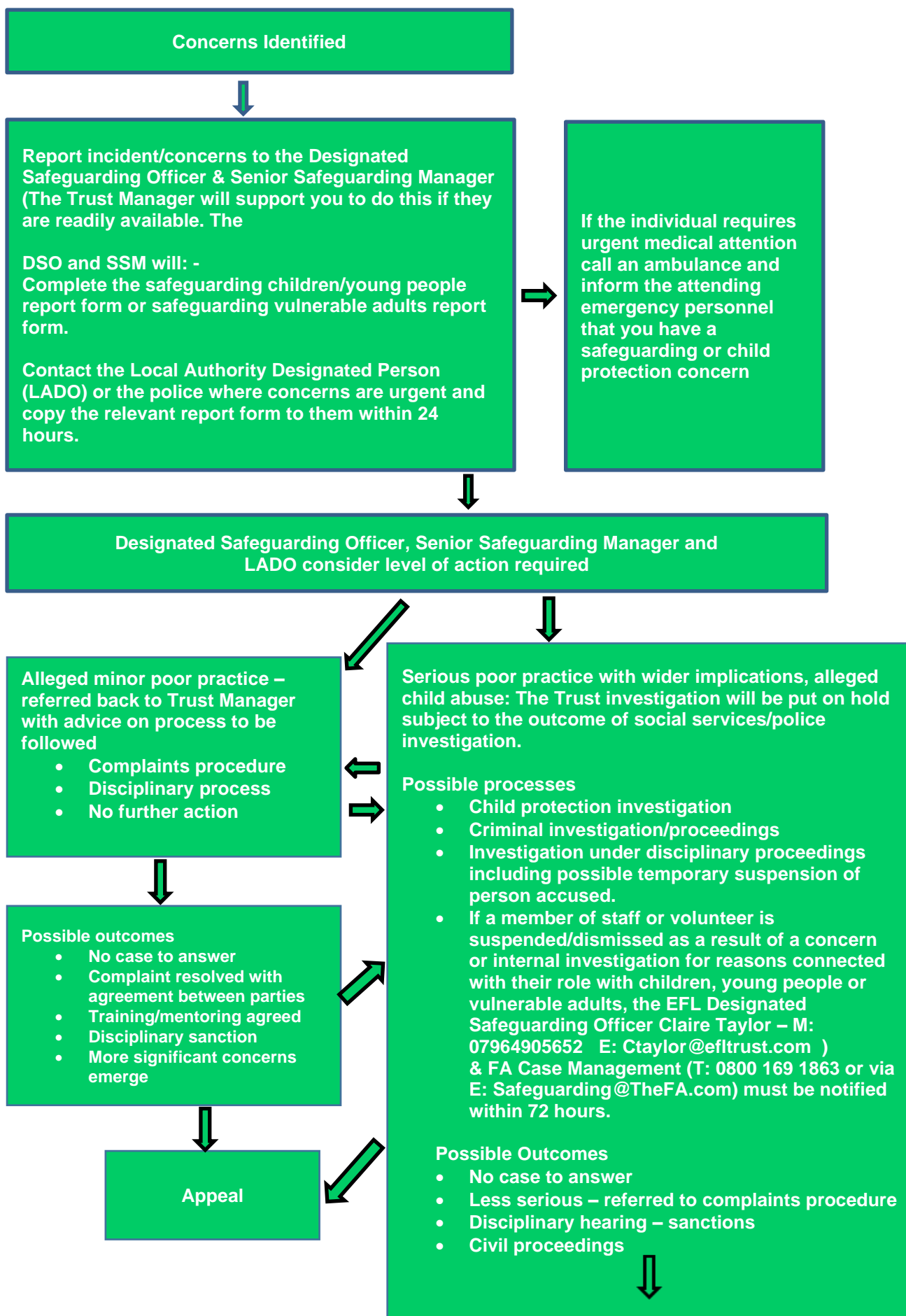
Flowchart 1: What to do if you are worried that a child, young person or vulnerable adult is being abused.



If you are uncertain as to what to do at any stage, contact the Senior Safeguarding Manager or the NSPCC free 24 hour helpline 0808 800 500

Appendix 2 _Flowchart

What to do if you are worried about the behaviour of any member of staff or volunteer in a position of Trust.



Appendix 2 (Continued)



The Trust has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual. To make a referral and for further guidance, please visit

<https://www.gov.uk/government/publications/dbs-referrals-form-and-guidance>

Appendix 3 - Key Safeguarding Contacts

YTCST Senior Safeguarding Manager – David Mills

T: 01935 423662
E: Dmills@ytfc.net
M: 07531172531

YTCST Designated Safeguarding Officer – Louis McCarten

T: 01935 706671
E: Jrobinson@ytfc.net
M: 07470780558

YTFC Designated Safeguarding Officer – James Hillier

T: 01935 423662 Ext 271
E: Jhillier@ytfc.net
M: 07779261814

County Welfare Officer – Shirley Needham

T: 01458 837034
E: Shirley.Needham@somersetfa.com
M: 07535664988

Local Authority Designated Officer (LADO)

T: 0300 123 224

English Football League Trust's Designated Safeguarding Officer – Claire Taylor

M: 07964905652
E: Ctaylor@efltrust.com

EFL Safeguarding Manager - Alexandra Richards

T: 01772 325940
Email: arichards@efl.com
M: 07792 284740

FA Case Management

T: 0800 169 1863 or 0808 800 5000
E: Safeguarding@TheFA.com

Emergency Services

Non urgent calls - 101
Emergencies - 999

Appendix 4

Safeguarding Children Reporting Form

Personal Details (Child/Young Person)

Name	
Date of Birth	
Contact details	
Who has parental responsibility	

Person Reporting Incident

Name	
Position	
Contact details	

Safeguarding concern reported to (e.g. Designated Safeguarding Officer, Senior Safeguarding Manager or Local Authority Designated Officer (LADO))

Name	
Position	
Contact details	

Concern/Incident Details

Date & Time	
Location	

Nature of concern/allegation	
Observations	Describe what you have seen/heard or what the person reporting the incident has seen or heard.
What was said	Record exactly what the child/young person has said and what you said. DO NOT LEAD THE CHILD/YOUNG PERSON.

Action Taken

Initial Action	Record what has happened prior to this form being completed.
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Views of child/young person	

Case Discussion with Designated Safeguarding Officer/Senior Safeguarding Manager

Date & Time Reported	
Case route decision (Reported out to statutory agencies/to be managed internally) and reasons	

Parent/Guardian Informed

Date & Time	
Name (s)	
Contact Details	

Details of Discussion	

Other Staff Informed

Date & Time	
Name (s)	
Position	
Contact details	
Details of discussion	

External Agencies Informed

Date & Time	
Name	
Position	

Contact Details	
Details of discussion	

Form Completed By

Name	
Signed	
Date	

Remember to maintain confidentiality (on a need to know basis only share if it will protect the child/young person. Do not discuss the incident with anyone other than those who need to know.

Appendix 5

Safeguarding Vulnerable Adults Reporting Form

Date of concern:	
Time of concern:	
Details of adult whom concerns have arisen (please complete as much of this as is known)	
Name:	
Gender:	
Home Address:	
Telephone No:	
Age	Date of Birth
Ethnic Origin/Nationality	Religion
Communication and access needs:	
Is the vulnerable person aware of this referral? Yes No If No, why?	
In your opinion, does the vulnerable person have capacity? Yes No Unknown	
Are you aware if a safeguarding referral about this vulnerable person has been made before?	
Yes No Not Known	
If yes, please provide details:-	
Details of person raising concern:	
Name:	
Organisation (If applicable)	
Contact address:	
Telephone No	
Mobile No	
E-mail	

Relationship to the vulnerable person
Name
Relationship to vulnerable person
Is relative/carer aware of this referral? Yes NO
Contact Address:
Telephone No:
Mobile NO
E-mail:
Are they willing to be contacted? YES NO Not Known
Details of concern (s) being raised:
<p>Please indicate the type of abuse suspected (please tick more than one of appropriate)</p> <p>Neglect Emotional Financial Physical Sexual Discriminatory</p> <p>And do you consider this abuse:</p> <p>Hate Crime Domestic Violence</p>
Location of incident/concern
Date
Time
Brief Factual details of the incident
<p>This should include a clear factual outline of the concern raised with details of times, dates, people and places where appropriate. (Please continue on a separate sheet if required)</p>

Current situation
Where is the vulnerable adult now in relation to the alleged perpetrator?
Are there other people who may be at risk or harm? Yes No Not Known If Yes, please describe the risk that remains and names of others potentially at risk (please only refer to identified risk that relates directly to the concern)
If you are concerned about the vulnerable person's welfare have you contacted their GP or the ambulance service? Yes No If criminal activity is suspected have the police been contacted? Yes No
Who else has been informed of this concern?
Details of alleged perpetrator (s) involved (if known) (please complete as much of this as is known)
Name:
Gender:
Occupation/Position/Title/Organisation
What is the relationship of the alleged perpetrator to the vulnerable person?

Does the alleged perpetrator live with the vulnerable person? Yes No Not Known
Is the alleged perpetrator considered a vulnerable person? Yes No
Are they aware of this referral? Yes No If yes, what is their response, are there any hazards to be aware of?
Details of person filling out this form (Designated Safeguarding Officer is applicable)
Name:
Position
Telephone No:
Mobile:
E-mail:
Signed:
Date: